# Department of Children and Family Services Contract Services Bureau

**Contracts Administration Division (CAD)** 

**Presenters:** 

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### Background

- The Contracts Administration Division (CAD) administers approximately 415 contracts
- Maximum Annual Contract Sums range from \$65,000 (Newspaper Publication) to \$222,162,770 (Group Homes)
- The total Contract Amount for all DCFS contracts is approximately \$586,701,090

### **Types of Contract Solicitations**

#### **REQUEST FOR PROPOSALS (RFP)**

#### An RFP is generally used when:

- The contract requirements are of a functional nature but the implementation process or solution may vary (i.e., County identifies need and desired result – Proposer provides solution)
- Proposers are required to describe in detail, how they propose to meet the County's needs
- Price is an important and significantly weighted factor in the evaluation process, but
  proposals cannot be evaluated exclusively on the basis of price (i.e., final selection will reflect
  the most desirable solution for the County both in terms of cost and approach)
- The contract will be a Proposition A Living Wage
- Some contract terms may be negotiable

#### **INVITATION FOR BIDS (IFB)**

#### An IFB is generally used when:

- Project requirements, description of work and technical specifications, are defined very specifically to reflect the needs of the County
- The Contract is to be awarded to the lowest cost, and responsive, responsible Bidder
- Contract terms are not negotiable.

### **Types of Contract Solicitations**

#### REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)

An RFSQ is generally used when:

- The County needs to establish a pool of pre-qualified Contractors which meet a set of County-defined minimum qualifications, that are available and willing to perform work on an as needed basis
- Project requirements and statements of work for individual projects are defined at a later time when the service is needed
- Contract terms and conditions are not negotiable

NOTE: For contracts using State of Federal funds, previous approval from the California Department of Social Services may be required to use an RFSQ process.

#### Child Abuse and Neglect Prevention, Intervention and Treatment (CAPIT)

Child Abuse and Neglect Prevention, Intervention and Treatment (CAPIT) Program Services are mandated by California State Assembly Bill 1733, which was enacted to help prevent and treat child abuse and neglect. CAPIT CONTRACTORs shall provide a range of child abuse and neglect prevention, intervention and treatment services to at risk families.

#### Academic Remediation Services

This contract with Children Youth and Family Collaborative (CYFC) will address the academic needs of foster and Probation youth in local school districts to ensure they succeed and thrive in their educational setting. The key components of the program are: 1) tutoring provided during and after school hours, and at home and on weekends; and 2) intensive academic assessment provided to each student. Services and student progress are evaluated and monitored by a multidisciplinary team that meets bi-weekly to coordinate educational services for students. The contract services help to fulfill the department's strong commitment to Well-being and Education by intending to improve overall academic standing and graduation rates through CYFC tutor/advocates who are stationed at the school and collaborate with teachers, school officials, and school-based CSWs and Probation staff.

#### Adoption Promotion and Support Services (APSS)

Adoption Promotion and Support Services are designed to encourage more adoptions out of DCFS foster care system. The services are to be provided in those instances when adoption promotes the best interest of a particular child, as determined by DCFS. These services are provided to children and families either currently or previously involved with DCFS who are in various stages of the adoption process. The specific services are individual, group or family therapy; mentors; support groups for children and/or adults; case management; and referrals for linkage services that can include childcare, health care, mental health; physical and developmental services, Regional Center Services, educational, special education, substitute adult role model, income support, and transportation services.

#### Case File Records Management

Case File Records Management Services includes storage, retrieval, re-filing, and management of client and administrative records while maintaining their confidentiality and allowing for timely access for operational purposes.

### Child Abuse Prevention & Early Intervention Program for Developmentally Disabled

Alma Family Services developed a child abuse and neglect prevention/early intervention project that serves developmentally disabled children. The overall project goal, to provide child abuse prevention/early intervention and specialized case management services for developmentally disabled children who have been abused or neglected to prevent revictimization of these children, remains the same.

#### Child Care Staffing Services

DCFS opened its Children's Welcome Center (CWC) where the Child Care Services are being provided adjacent to the LAC-USC Medical Hub, enabling the Department to divert children under 18 to a separate, child friendly environment in a more comfortable facility. This 23-hour CWC operates on a 24/7 basis, serving children who have experienced a placement disruption (on a current open case) or have just been detained by DCFS from their biological families and are in need of a placement; in a safe environment.

#### Child Welfare Services-New System (CWS-NS)

State of California Department of Social Services (CDSS) agreement with County of Los Angeles to provide expertise and assistance as a county representative and liaison to the CDSS for the development of the

#### Community Treatment Facility

Community Treatment Facilities provide secure residential group settings for severely emotionally disturbed youth, aged 12 or older, who require intensive monitoring in order to remain safe, achieve stability and transition to a lower level of care and permanency. CTFs provide secure and locked containment, and are the only residential group setting available outside of psychiatric hospitals or out-of-state placements for these youth. Star View Children and Family Services and Vista Del Mar Child and Family Services are the only two facilities in the state of California who are certified and licensed to provide CTF services.

#### Diligent Recruitment of Families for Children in Foster Care System

Recruitment of resource families that have been trained to foster or adopt children that are lesbian, gay, bisexual, transgender, questioning (LGBTQ). This service also recruits, provides training, and counseling to families for children that are deaf and hard of hearing.

#### Education Consultants

The ECS contractors are professional educators brought in to address the more challenging aspects of our youth's educational needs, such as credit recovery, disciplinary actions without due diligence (expulsions and suspensions), special education challenges, advocacy in IEP meetings, enrollment disputes and denials, etc. They know education law and code and how to navigate the school districts. The ECS contractors advocate for the youth when the school is not complying with law specific to foster youth. Most recently, their work has been primarily focused on the WIC 241.1 youth in developing comprehensive education assessments to present recommendations on how to get the youth back on track to graduate from high school.

#### Emergency Shelter Care

During the investigative phase, when DCFS is responding to allegations of abuse and/or neglect, children and youth, ages 0 through 17, are placed in these temporary homes.

#### • Faith-Based Resource Parent (Foster and Adoptive) Recruitment Services

Sycamore Park Foursquare Church is the contractor that has been contracted to recruit and retain resource families from the faith based communities. This contract started August 2013, and will sunset effective September 29, 2015. DCFS submitted a proposal entitled "Collaborative Strategies for Diligent Recruitment" to Health and Human Services, in response to their announcement of a federal grant opportunity for cooperative agreements of comprehensive multi-faceted diligent recruitment programs for a range of resource families, and on September 23, 2010, DCFS was awarded one of the grants.

#### Family Preservation (FP)

The Family Preservation (FP) program is linked with the Promoting Safe and Stable Families (PSSF) program in a continuum of care to ensure the physical, emotional, social, and education development of children in a safe and nurturing environment. The FP program is a broad, integrated, community-based, collaborative approach to providing services to DCFS and Probation families experiencing family functioning challenges related to child abuse, neglect, and/or exploitation. DCFS and the Probation Department partner with community-based contractors and the Department of Mental Health to provide mental health services when appropriate.

#### Family Visitation/Safe Child Custody Exchange

These services are designed to keep children safe while facilitating connections to their parents from whom they were separated either because they are in out-of-home care or their parents are separated with custody exchanges necessary in order for these children to be able to spend time in the care of both of their parents.

#### Food Services

The purpose of the Food Services contract is to provide meals and snacks to DCFS' court-dependent children awaiting hearings at the Children's Court.

#### Foster Family Agency (FFA)

Foster Family Agency (FFA) contracts are developed for non-profit organizations engaged in the recruiting, certifying, and training of, and providing professional support to, certified parent(s), or in finding homes for placement of children for temporary or permanent care who require that level of care as an alternative to a group home.

#### Foster Family Agency - Emergency Shelter Care (FFA-ESC)

Bed hold contracts developed for existing Foster Family Agency (FFA) contractors in order to increase the department's emergency placement resources for newly detained and high-risk children and youth to prevent overstays at both the Department's Emergency Response Command Post (ERCP) and the Children's Welcome Center.

#### Group Home

Provides out-of-home care to the population of children/youth and NMDs who require a more structured environment than can be provided in a family home setting.

#### Group Home ESC Bed Availability for Children Ages 0 to Under 6

Provides six continuously available beds in a residential home-like setting utilizing the house parent model.

#### IBM MAC and CAD Services for CWS/CMS

Provides ongoing service support of the transfer data process, troubleshoots and resolves deficiencies that could affect the network infrastructure, and tests and validates changes. These services allow the County continuous, immediate, and complete access to critical case information, provide updates to that information, and perform basic essential tasks to ensure that the well-being of children and families is maintained and recorded in the CWS/CMS.

#### ILP Transitional Housing

Provides services to direct and link former foster youth with housing and health and social services in order that they might experience a seamless transition into permanent housing as self-sufficient adults. Services include but are not limited to comprehensive assessment, case management, independent living skills training, job readiness preparation, and housing placement services to assist TAY in locating stable housing as they transition out of the program.

#### Incarcerated Parents Project

The intent of IPP is to decrease the emotional trauma experienced by children resulting from the parent's incarceration by: 1) creating opportunities for Improved contact between parent and child to ensure that relationships are nurtured and bonding improved, especially for infants and younger children; 2) increasing visitation in the jail since parent-child visitation has proven to have impact in decreased recidivism and decreased time to reunification within the child welfare and criminal justice systems; and 3) increasing parents' participation in available services, including but not limited to parenting classes, so that upon release, parents can integrate behavioral changes and lessons learned to provide healthier, safer homes for their reunified children.

#### Individualized Transition Skills Program (ITSP) (formerly YDS)

The ITSP contract provides individualized/one-on-one teaching and demonstration for Transition Age Youth (TAY) and or caregivers in the home and community. In this current model, ITSP provides TAY with experience, and assistance to become productive and self-sufficient adults. ITSP was developed to enhance daily life skills and to promote self-sufficiency of the TAY it serves. The ITSP goals are consistent with the requirements created to fulfill the Foster Care Independence Act (Chafee Act) and the eight Chafee Outcome Measures which are: 1) Receiving a high school diploma; 2) Educational attainment; 3) Employment; 4) Avoidance of dependency; 5) Avoiding homelessness; 6) Avoiding non-marital childbirth; 7) Avoiding incarceration; and 8) Avoiding high-risk behaviors. Additionally, ITSP can promote permanent connections/relationships.

#### Intensive Treatment Foster Care Foster Family Agency (ITFC FFA)

Program Summary: to provide an individualized program for each adolescent based on his/her identified needs and to facilitate each youth's transition from foster care to permanence for each placed child. The program provide intensive treatment foster care services and alternative to acute state hospitalization or high level group home placement for children with severe emotional and/or behavioral problems.

#### Intensive Treatment Foster Care-Multidimensional Treatment Foster Care Foster Family Agency (ITFC-MTFC FFA)

Program Summary: to provide an individualized program for each adolescent based on his/her identified needs and to facilitate each youth's transition from foster care to permanence for each placed child. The program provide intensive and multidimensional treatment foster care services and alternative to acute state hospitalization or high level group home placement for children with severe emotional and/or behavioral problems.

#### Los Angeles Community Child Abuse Councils Coordination Project (LACCACCP)

The purpose of Child Abuse Prevention Coordinating Council Services is to coordinate the community's efforts to prevent and respond to child abuse, reduce the incidence of child abuse and neglect, and improve upon the safety and well being of children and families countywide who are at risk for child abuse and neglect by coordinating, planning, providing oversight, and facilitating joint service activities to meet the collective goals of each of the child abuse councils in the County of Los Angeles.

#### Prevention and Aftercare Services

The primary goals of the Prevention and Aftercare services program are to stop child maltreatment before it occurs or prevent it from reoccurring. The program is designed to address risk factors considered to be the root causes of harm to families and communities. These risk factors include, but are not limited to, poverty, unemployment, limited access to quality education, inadequate access to safe and affordable housing, inadequate access to health and dental care, as well as inadequate access to emergency base support services, such as housing, clothing, utilities, food, furniture, school items, and transportation.

#### Multi-System Response to Stop Commercial Sexual Exploitation of Child Trafficking in Los Angeles County (CSEC)

A 24-month project to leverage, map, and implement specialized, comprehensive services for commercially trafficked youth specifically in South Los Angeles including the City of Compton, and the South Bay including Long Beach. CAST will be a services provider and referral source for existing resources that currently provide services to the CSEC population in the Second District. This will address the need for a comprehensive, multi-systems response to the growth of criminal enterprise that exploits the most vulnerable children.

#### Newspaper Publication

Program Summary: to provide publication of legal notices for the termination of parental rights in English, Spanish and other foreign language newspapers. Before the Juvenile Court can terminate the parental rights and other adoption as a permanent plan for children whose parents' identity and whereabouts are unknown, these legal notices are required pursuant to Welfare and Institutions Code 294 and are meant to notify parents of Court proceeding to terminate the parental rights.

#### Partnership for Families

Partnerships for Families services are short-term, family centered interventions designed to diminish factors known to be associated with child abuse and neglect. Contractors provide services and supports to treat the consequences of child maltreatment, as well as prevent new or subsequent involvement with Child Protective Services.

#### Preparation and Support for Families Adopting Children with Special Needs

Preparation & Support for Families Adopting Children with Special Needs (P & S) is a training program designed to prepare prospective adoptive families for the challenges of parenting and providing permanency to children with special needs. The goal of P&S training is to educate participants in the areas of prenatal substance exposure; biological vulnerabilities; multiple placements; abuse and neglect, in that children waiting to be adopted have been disadvantaged by these circumstances.

#### Partnering for Safety and Permanence-Model Approach to Partnerships in Parenting (PS-MAPP)

PS-MAPP is a training program for resource (foster/adoptive) parents designed to provide a firm foundation of knowledge and skills regarding foster care and adoption in their homes. In addition, PS-MAPP prepares prospective resource parents to support the goals of reunification and, when that is not possible, be prepared to provide permanence to a child. Each series is 33 hours and is held over six weeks. The Community College Foundation is the contractor providing service in all four regions.

#### Residentially Based Services (RBS)

The Residentially Based Services (RBS) pilot demonstration project is alternative program and funding model to transform group homes from long-term placements to planned, short-term and individualized interventions, that combine needs specific treatment with integrated "follow along community-based services" to reconnect youth with their families, schools and communities.

#### Safe Measures-Subscription/Structured Decision Making Support

Provides maintenance and support services for the SDM web-based application and DCFS's mandated reporter web-based application, analytical reporting services, and consulting and technical assistance support for DCFS's SDM practice.

#### THP-Plus for Emancipated Foster/Probation Youth

THP-Plus is a State optional transitional housing program for <u>former</u> foster youth (including eligible Probation youth) ages 18 up to the age of 24. The countywide program provides former foster youth with housing and supportive services to assist in their transition to independence, with a focus and requirement of sustained employment.

#### THP+FC

The THP+FC program is a foster care placement option effective July 1, 2012, for Non-Minor Dependents (NMDs) age 18 and up to age 21. The THP+FC is a program offered by a licensed transitional housing placement provider to provide safe housing for NMDs and assistance in developing the skills needed for transitioning to independent living.

#### Training and Staff Development and MSW Internship Program

The Training and Staff Development contract will fund UCLA and its subcontractors to provide training and development services through personnel, including trainers, field placement staff, administrative staff, stipends for student internships, supplies and equipment, travel costs, and facilities costs. In addition, the contract will fund the MSW Internship, or Field Education Program that is the mandated fieldwork that interns participate in during the academic year. The program includes stipends for the interns. Student interns commit to two years of fieldwork; the first year is usually in a community-based setting providing direct services and the second year is at DCFS for direct/administrative fieldwork experience.

#### Transitional Housing (THPP)

THPP is a countywide transitional housing placement for foster youth age 16 up to age 18 and is authorized by Assembly Bill (AB) 1198. The program provides a safe living arrangement and supportive services, so foster youth can practice the skills needed to live independently upon exiting foster care. THPP furthers the goals of the Federal Independent Living Program (ILP), serving as a bridge to ensure youth are properly trained and receive a high school diploma or its equivalent.

#### Urine Sample Collection, Drug/Alcohol Testing

Drug and alcohol testing through urine sample collection is required where parents or primary caregivers/out of home caregivers of children receiving DCFS services are suspected of illicit drug and/or alcohol use and the children have been assessed to be safe in the home of their parents or primary caregiver so long as these caregivers are not consuming illicit drugs or excess amounts of alcohol.

#### Wraparound

The goal of Wraparound is to support youth and their family in achieving safety, permanency and well-being in their community with minimal formal support. The new Wraparound Program addresses both the underlying needs and mental health needs of our DCFS and Probation children and youth. Notable changes to the contract include the emphasis of the Wraparound practice consistent with the Shared Core Practice Model and Intensive Care Coordination/Intensive Home Base Services mandated by the State's Settlement of the Katie A. lawsuit. Most significant is the collapsing of the two-tier funding structure into one Wraparound case rate. The new contract will include one Tier and fund 3000 slots, including 250 slots for clients without Medi-Cal.

#### Wraparound Approach Services RBS Community

The Residentially Based Services (RBS) pilot demonstration project is alternative program and funding model to transform group homes from long-term placements to planned, short-term and individualized interventions, that combine needs specific treatment with integrated "follow along community-based services" to reconnect youth with their families, schools and communities.

### **Contracts by Bureau**

Bureau	No. of Contract Categories
Bureau of Clinical Resources and Services	10
Dr. Charles Sophy, Medical Director	
Bureau of Operational Support Services	1
Patricia Willems-Dennis, Division Chief	
Contract Services Bureau	18
Eric Marts, Deputy Director	
Juvenile Court and Adoption Bureau	7
Rhelda Shabazz, Deputy Director	
Office of the Senior Deputy Director	2
Cynthia McCoy-Miller, Sr. Deputy Director	
Service Bureau 1	1
Maryam Fatemi, Deputy Director	
Specialized Response Bureau	2
Robert Medina, Deputy Director	

### Fiscal Assessment and Contract Compliance Monitoring Section Staffing

#### **Contract Compliance**

**18 CSA I** staff and **3 CSA II**, Managers tasked with conducting Compliance reviews of the FFA, GH, and YDS agencies

Staff determine if contractors are in compliance with their Contract Terms and Conditions, Statement of Work (SOW)) and CCLD approved Program Statements, and applicable sections of Title 22 by:

- Completing contract compliance reviews in accordance with the established protocol and contracts
- Entrance and exit conferences
- On site compliance reviews
- Site visits to FFAs, GHs and Certified Foster Homes
- Preparing Contract Compliance Reports
- Reviewing Corrective Action Plans (CAP) submitted by contractors

#### **Fiscal Compliance**

**7 FS IV** staff, and **1 ASM II**, Manager tasked with administering the Fiscal Internal Controls Questionnaire (ICQ) and Fiscal Compliance Assessment Tool (FCAT) to assess contractors compliance with the contract terms and conditions by:

- Conducting entrance and exit conferences
- On site administration of the FCAT
- Reviewing the Contractors Audited Financial Statements Semi Annual Expenditure Reports, and Cost Allocation Plans (if applicable), and Payroll tax payment records
- Verifying the current status of any money owed to the County
- Preparing Fiscal Compliance Reports
- Reviewing Fiscal Corrective Action Plans (FCAP) provided by contractors
- Following up on the Auditor-Controller's fiscal audits and
- Verifying the Contractors non-profit 501(c)3 exempt status (monthly)

### **Performance Outcome Summary**

The following is an example of Performance Outcome Summary Goal which DCFS includes in its contracts. They are used as performance outcome measures for contract deliverables.

#### Group Home Foster Care Services

DCFS contracts with Group Homes and payments are made according to the Group Home's Rate Classification Level (RCL). The RCL identifies the monthly placement payment amount based on the level of care and services provided to placed children and youth. The RCL process uses a point system to measure the level or intensity of care and supervision provided. Points are based on the number of hours per child per month of services provided in the following three components: (1) Child Care and Supervision; (2) Social Work Activities; and (3) Mental Health Treatment Services.

#### **COUNTY'S PERFORMANCE OUTCOME SUMMARY-SAFETY**

**PROGRAM:** Group Home Foster Care Services

**TARGET GROUP:** Placed children in Group Home Care

**OUTCOME GOAL:** Safety – Children shall be free of abuse and neglect as specified in California Health and

Safety Code Section 1522(b), other children and family members.

OUTCOME INDICATORS	PERFORMANCE TARGETS	METHOD OF DATA COLLECTION
Abuse and neglect referrals and their disposition.	99.68% of children are free from a report of substantiated maltreatment as specified in California Health and Safety Code Section 1522(b).	CWS/CMS
CCLD citations, Out-of-Home Care Management Division, reports on safety and physical plant deficiencies.		
Child-to-child injuries resulting from lack of supervision that necessitate the submission of a SIR and require treatment by a health professional.	98% of children are free from child-to- child injuries while under the supervision of Group Home.	CCLD Citations Special Incident Reports via the I-Track web-based system.

#### COUNTY'S PERFORMANCE MEASURE SUMMARY-PERMANENCE/REUNIFICATION

**PROGRAM:** Group Home Foster Care Services

**TARGET GROUP:** DCFS Placed Children in Group Home Care

**OUTCOME GOAL:** Permanency – Placed children shall achieve permanency through reunification, adoption,

relative guardianship, or other guardianship as defined in the Case Plan.

OUTCOME INDICATORS	PERFORMANCE TARGETS	METHOD OF DATA COLLECTION
Discharge consistent with Needs and Services Plan including permanency plan.	At least 62% of the Placed Children will successfully meet the Needs and Services Plan goals and are discharged in accordance with permanency plan.	CWS/CMS Childs Case File
Discharge to less restrictive environment	At least 62% of the Placed Children discharged from	Quarterly Reports
	the G.H. over a 12 month period are discharged to a less restrictive setting than current placement.	Needs and Services Plan
Placement stability	80% or more of the total DCFS children served per year are not replaced at the G.H. provider's request.	Discharge Summary
Stability of children in family, relative, or foster placement six (6) months after discharge, in accordance with the Needs and Services Plan.	87% of Placed Children discharged in accordance with the Permanency Plan to reunification or relative placement have not re-entered the DCFS system six (6) months after discharge.	I-Track web based system
	46% of Placed Children discharged in accordance with the Permanency plan to a foster care placement have not changed foster families six (6) months after discharge from the Group Home.	

#### COUNTY'S PERFORMANCE MEASURE SUMMARY-WELL-BEING/SELF-SUFFICIENCY

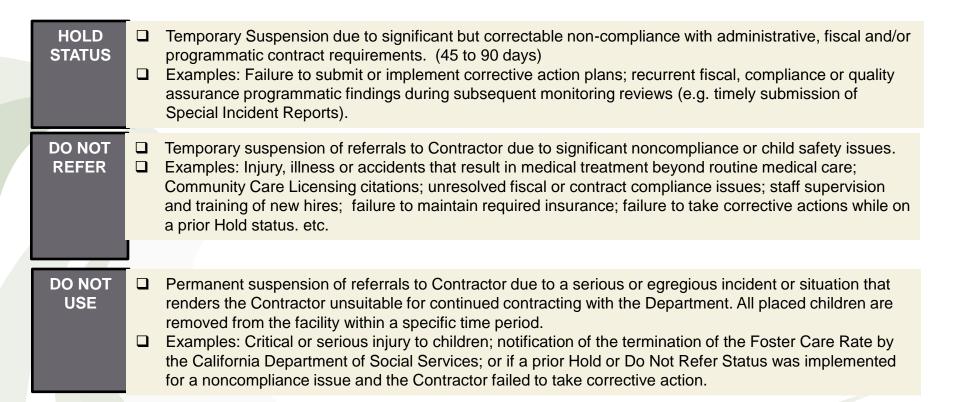
**PROGRAM:** Group Home Foster Care Services

**TARGET GROUP:** DCFS Placed Children in Group Home Care

**OUTCOME GOAL:** Well-Being/Self-Sufficiency – Placed Children shall improve their level of functioning in the areas of education/career planning, emancipation planning, health, behavior, social, and emotional well-being.

OUTCOME INDICATORS	PERFORMANCE TARGETS	METHOD OF DATA COLLECTION
Completion of individualized Needs and Services Plans within 30 days of placement, and every 90 days thereafter.	100% of the individualized Needs and Services Plans completed in 30 days and every 90 days thereafter.	CWS/CMS  Needs and Services Plan
Improved level of child's functioning	At least 62% of the Placed Children successfully meet the Needs and Services Plan goals prior to discharge.	Child's Case File
Placed Children enrolled in school within 3 school days, attending school regularly,	At 83% of the Placed Children with increased education scores and/or attendance.	Quarterly Reports School Attendance Logs
achieving academic progress, and participating in supplemental education and extra-curricular activities.		Report Cards
Placed Children (ages 14 and older) participation in the County's	100% of the Placed Children receive the County's Emancipation Program or equivalent Emancipation	Discharge Summary  Transitional Independent
Emancipation Program (formerly called E-STEP and ILP) and/or equivalent Emancipation Programs.	Services.	Living Plan (TILP)  I-Track web-based system
Maintenance of current health and education binders.	100% of the Placed Children have completed and current health/education binders, as requested by Welfare Code Section 16010, during the placement period.	

## FFA & GROUP HOMES NON-COMPLIANCE ACTIONS



**Questions??** 

Thank you!